



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | | |
|---|----------------------|--|---------------------------------|---------------|
| Department Office/Division/Program: | | Public Safety, Department of | | |
| Department Contract Administrator or Grant Coordinator: | | Lt. Michael Zabarsky Sara Thompson | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 8,985.60 | Advantage CT / RQS #: | 20220120*0814 |
| CONTRACT | Proposed Start Date: | 9/15/2021 | Proposed End Date: | 9/14/2022 |
| AMENDMENT | Original Start Date: | | Effective Date: | |
| | Previous End Date: | | New End Date: | |
| GRANT | Project Start Date: | | Grant Start Date: | |
| | Project End Date: | | Grant End Date: | |
| Vendor/Provider/Grantee Name, City, State: | | Agilent Technologies Wilmington, DE | | |
| Brief Description of Goods/Services/Grant: | | Service/warranty maintenance agreement for GC-MS instrument in the State Police crime Laboratory Chemistry unit. | | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|--|-----------------------------------|-------------------------------------|----------------------------------|
| Check the box below for the justification(s) that applies to this request. (Check all that apply.) | | | |
| <input type="checkbox"/> | A. Competitive Process | <input checked="" type="checkbox"/> | G. Grant |
| <input type="checkbox"/> | B. Amendment | <input type="checkbox"/> | H. State Statute/Agency Directed |
| <input checked="" type="checkbox"/> | C. Single Source/Unique Vendor | <input type="checkbox"/> | I. Federal Agency Directed |
| <input type="checkbox"/> | D. Proprietary/Copyright/Patents | <input type="checkbox"/> | J. Willing and Qualified |
| <input type="checkbox"/> | E. Emergency | <input type="checkbox"/> | K. Client Choice |
| <input type="checkbox"/> | F. University Cooperative Project | <input type="checkbox"/> | L. Other Authorization |

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Gas Chromatograph Mass Spectrometer (GCMS) is the one and only instrument used to analyze fire debris for the presence of accelerants in arson cases. When the instrument goes down for any reason the fire debris backlog immediately grows. It is crucial to have the resources to address issues with both the instrument and related software in a timely manner. This service contract will provide prompt in-person service by an Agilent engineer intimately familiar with our GCMS. There will be no need to worry about costs associated with travel, labor, or parts needed for any repairs. Additionally, this contract includes an annual preventive maintenance visit, a crucial service that we have been avoiding on our aging GCMS as we prepare for the use of a new replacement instrument.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

As this is an Agilent designed and manufactured GCMS, it is best repaired and maintained by an Agilent engineer. These specialists have the most experience with this proprietary instrument and are best equipped to conduct timely repairs with the appropriate Agilent supplied parts.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Agilent negotiated a substantial reduction in price for a better service/maintenance plan. Their rates appear considerate and reasonable and helpful for this Lab to meet our grant and state budget needs.

4. Describe the plan for future competition for the goods or services.

We do not anticipate any changes as long as we use this instrument evidence examination and analysis at the Lab.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

☐ Yes – If Yes, please attach the approved Business Case(s).

☒ No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|--|--------------------------|-------|-----------|
| Signature of requesting Department's Commissioner (or designee): | <i>Kendra Coates</i> | | |
| Typed Name: | Kendra Coates | Date: | 1/21/2022 |
| Signature of DAFS Procurement Official: | <i>Michelle Fournier</i> | | |
| Typed Name: | Michelle Fournier | Date: | 2/24/2022 |






GCMS_PJF_Jan 2022 RFQ 20220120_0814

Final Audit Report

2022-01-21

| | |
|-----------------|--|
| Created: | 2022-01-20 |
| By: | Sara Thompson (sara.j.thompson@maine.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAwmDcm4_1CQU59_0B5ksT5h5kazAT51Fw |

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